

**Application for a vehicle licence in respect of a  
Private Hire Vehicle**

**Before completing this application form, please ensure you have read and understood the taxi licensing policy and licence conditions 2020 this is available on our website [www.staffordbc.gov.uk/licensing1](http://www.staffordbc.gov.uk/licensing1)**

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When applying for your licence, please bring with you:-

- 1 The application form properly completed, dated and signed.
- 2 MOT Certificate and Vehicle Inspection sheet (from the approved MOT providers listed below)
- 3 The current licence fee.
- 4 The Vehicle Registration or a bill of sale document must be produced.
- 5 A current Certificate of Insurance or Cover Note for the vehicle in the applicant's name

**PLEASE NOTE: All documents must be originals and not photocopies.**

***Private Hire Vehicles must not be white.***

The MOT Certificate and Vehicle Inspection sheet is obtained from:

County Fleet Care Garage  
Building Qa  
Beacon Business Park  
Weston Road  
Stafford  
ST18 0WL  
Tel 01785 854832/833

RPH Motor Repairs  
2c Romford Road  
Stafford  
ST16 3DZ  
Tel 01785 253999

FMS Car and Truck Ltd  
Snows Yard  
Greyfriars Place  
Stafford  
ST16 2PG  
Tel 01785 223700

You should make your own arrangements for taking your vehicle to your chosen approved MOT provider from the list above for the test.

Should you experience any problems, please contact the Licensing Section on 01785 619745 or email [ehlicensing@staffordbc.gov.uk](mailto:ehlicensing@staffordbc.gov.uk)

## Requirements for Private Hire Vehicle Licences

### PLEASE READ CAREFULLY

- 1 All Private Hire Vehicles must **NOT** be **WHITE**.
- 2 If a V5 in the Licence Holder's name was not provided on application then the Licence Holder must bring the V5 to the Licensing Section for inspection, within 7 days of receiving the V5.
- 3 The Licence Holder shall keep a valid certificate of motor vehicle insurance, or a true copy of it, in the vehicle at all times and once expired the Licence Holder must retain for inspection by the Council for 12 months after its expiry date.
- 4 The Licence Holder shall produce all insurance documents for inspection by the Council on demand. These include the Proposal Form, the Statement of Facts, the Schedule of Endorsements, Public Liability Insurance, as well as the Insurance Certificate and/or any Cover Note issued.

### Signs and Notices

- 5 The vehicle shall not display a roof sign whether illuminated or not, and the vehicle shall not display any illuminated signs on or from within the vehicle.
- 6 The following shall be displayed on each side of a private hire vehicle (on a body panel and not a window):-
  - (a) the words "PRIVATE HIRE".
  - (b) Operator Name
  - (c) the words "ADVANCED BOOKINGS ONLY".
  - (d) the telephone number of the vehicle operator (**fixed landline**).
- 7 The words "PRIVATE HIRE", "OPERATOR NAME", "ADVANCED BOOKINGS ONLY" and the telephone number of the vehicle operator shall:-
  - (a) be clearly and permanently affixed (subject to prior written permission from the Council, the signs could be (magnetic or of other removable signage) and displayed in a clearly contrasting colour in letters and numbers not less than 65mm in height and not less than 8mm width and,
  - (b) be positioned together in a manner previously approved in writing by the Council.
- 8 In addition to the above private hire vehicles **must** also display an adhesive sign which will be provided by Stafford Borough Council detailing that the vehicle is licensed by the Council. These must be placed on to the front side panels of the vehicle.
- 9 If this door signage is damaged, ripped, washed off or lost then they must be replaced, at a cost, within 7 days by applying to the Council.

- 10 All signage and plates needs to remain affixed to the vehicle at all times whether on duty or off.
- 11 Private Hire Vehicles shall not have the word "Taxi" displayed anywhere on the vehicle.
- 12 No other advertisements, signs, notices, numbers, marks, etc shall be displayed on, in or from the vehicle without the prior written approval of the Council.
- 13 Any advertising on the vehicle shall be restricted to the name or trading name of the private hire operator of the vehicle and the operator's logo or insignia, address, fax number, web site or e-mail address and must have the prior approval of the Council. The advertising of other businesses, products or services is not permitted.

### **Vehicle Testing**

- 14 All vehicles shall be tested at the Council's approved testing facilities prior to first licensing and annually thereafter. Vehicles will be required to have two MOT examinations per year (every six months) when they are 7 years old from the date of registration
- 15 The age of the vehicle shall be determined by reference to the date of the first registration recorded in the vehicle registration document (form V5).

### **Safety Equipment**

- 16 Provide an efficient fire extinguisher and suitable first aid kit which shall be carried in such a position as to be readily available for use and conforms to the British Standard for both pieces of equipment BS8599-2:2014 for First Aid Kits and BS5423/EN3 for Fire Extinguishers.
- 17 The fire extinguisher will be inspected annually and shall be marked with the date of its last test.
- 18 The container for the first aid kit and the fire extinguisher shall be marked with the vehicle plate number and the registration number with an indelible ink or a form of permanent tamperproof mark.
- 19 It is not expected that the driver will administer any First Aid unless they hold the relevant training, and are competent to do so.

### **Plates and Identification of Vehicle**

- 20 The vehicle shall at all times clearly display on the exterior of the vehicle two licence plates supplied by the Council, the form and content of which shall also be prescribed by the Council.
- 21 One licence plate shall be affixed securely to the front of the vehicle and one licence plate affixed securely to the rear of the vehicle. These must be secured permanently to the vehicle. Magnetic fixings **will not** be accepted.
- 22 The plates shall not be affixed to any vehicle other than the one identified in the vehicle licence application form.

- 23 The plates shall at all times remain the property of the Council and the vehicle proprietor shall not cause or permit the information displayed upon the plates to be altered, removed or obscured in any way. The plates shall be returned to the Council on the sale or the transfer of the licensed vehicle (or in the event of revocation or suspension of the licence).
- 24 The vehicle shall at all times display the identification stickers supplied by the Council. These stickers shall be displayed on the inside of the windscreen, at the bottom, on the nearside, so that the sticker is visible to the passengers within the vehicle.
- 25 The Council must be notified, within 14 days, when the licensed vehicle is sold to a non-licensed driver or is taken off the road/out of taxi business and the plates returned to the Council.

### **Accidents or Damage to Vehicle**

- 26 The Licence holder shall notify the Council of any accidents or damage caused to the vehicle as soon as is practicable but in any case **within 72 hours**.

### **Condition and Maintenance of the Vehicle**

- 27 The vehicle is to be maintained in a sound mechanical and structural condition at all times. The vehicle's fittings and equipment must be maintained in a safe and clean condition, and the fixing and routing or positioning of electric cables and wire looms are such that there is no risk of electrical fire or other accident and must be capable of satisfying the Councils mechanical inspection at all times.
- 28 That the roof, any sunroof or soft top is watertight.
- 29 The exterior of the vehicle shall be clean, free from unrepaired damage and finished to a high standard.
- 30 The interior of the vehicle shall be clean, tidy and free from litter and the upholstery, carpets and fittings free from rips and tears.
- 31 No material alteration or change to the mechanical or structural specification of the vehicle or its design, condition or appearance shall be made at any time without the written consent of the Council.
- 32 No video or recording equipment that records passenger's conversations will be permitted in any vehicle without the Council's permission. If approval is given then it must be registered with the Data Commissioners Office.
- 33 All glazing shall comply with the Road Vehicle (construction and use) Regulations 1986 as amended. Vehicles fitted with tinted glass at manufacture, are permitted, provided that passengers are not obscured.

### **Vehicle Proprietor**

- 34 The Proprietor of a Private Hire vehicle shall ensure that the vehicle meets the standard of fitness specified within the latest edition of the Freight Transport Association's (FTA) to Inspection of Hackney Carriage and Private Hire Vehicles.

- 35 The licence holder shall immediately notify the Council of any accidents or damage caused to the vehicle, **within 72 hours**.
- 36 The vehicle will have the appropriate level of Insurance at all times the vehicle is in use, and the Council will undertake random inspections to ensure compliance with this, and all other aspects of the conditions attached to the Licence.
- 37 The holder of the licence shall produce the licence upon request to any Officer authorised by the council or any Police Constable for inspection.
- 38 That a spare wheel (either full-size or space saver depending upon the manufacturers original equipment) is provided which is readily available for use, together with the tools and equipment required to carry out a wheel replacement. An acceptable alternative is a Foam Kit if issued as either a standard or option from the manufacturer when the vehicle was first registered.
- 39 That at least three doors are provided for the use of passengers other than the driver's door.
- 40 That the vehicle is provided with adequate windows and that at least one window on each side is capable of being opened and closed and all opening windows are weatherproof when closed.
- 41 That door hinges, locks and handrails and any grab handles fitted in the vehicle are secure and sound and not liable to injure any passengers or damage or soil their clothing.
- 42 That proper and efficient internal lighting is fixed to the vehicle and is functioning properly.
- 43 Any repairs to the vehicle must be carried out with replacement parts which meet the manufacturer's original specification.
- 44 The Licence Holder shall keep comprehensive written records of day to day fares and bookings eg date, time, pick up and drop off locations, fare etc so as to ensure that sufficient information can be retrieved from the said records in order to assist any authorised officer of the council or police constable in any investigation they may need to undertake.
- 45 Licence holders must ensure that nothing within the licensed vehicle must exhibit any of the following:-
- Offensive language
  - References to drunkenness or reference the use of recreational drugs
  - Anything racist, sexist, discriminatory or otherwise offensive.
- 46 Vehicles that fail the MOT test, will have its Licence revoked, and the plates removed, until such time the Council is satisfied that its meets the standards of the MOT test.

47 The Licence Holder shall use a suitable complaints procedure through which they will record and investigate all complaints made in relation to any driver or vehicle which is controlled by them. The complaints procedure must also record the outcome of any investigation. The said complaints procedure will be inspected as appropriate by the licensing authority and details of all recorded complaints and investigations shall be made immediately available on request.

48 A licence may be revoked, suspended or not renewed in accordance with statutory provisions.

**Additional Conditions for Limousines, Novelty Vehicles Only:**

49 The tyres must be of an appropriate weight loading for the limousine, novelty vehicle.

50 All front passenger seats must be removed.

51 Standard Council plates must be displayed.

52 The sale of alcohol in the vehicle must be covered by a separate licence in the accordance with the Licensing Act 2003.

**Additional Documentation required for Limousines, Novelty Vehicles Prior to Licensing:**

53 Evidence of compliance through the Individual Vehicle Approval Scheme (IVA) or a Qualified Vehicle Modifier (QVM) certificate; this is issued by the vehicle builder.

54 Public Liability Insurance documentation for a minimum of £5,000,000 and, where drivers other than the proprietor are used, Employer Liability Insurance documentation for a minimum of £1,000,000.

55 Documentation recording the overall weight of the vehicle (as displayed on the vehicle)

**Renewal of Licence**

56 It is the driver's responsibility to ensure that a renewal application is made in good time, before expiry of the current licence. Under no circumstances will a renewal be issued without satisfactory completion of all required checks

57 Failure to renew within 7 days of expiry will result in the licence being revoked, and a new application for the vehicle will be required.

**Transfer of Vehicles**

58 There are 2 types of transfer, with one exception, that might take place in accordance with Council Policy.

59 A licence holder may transfer their Vehicle Licence from his/her current vehicle to a new vehicle providing it meets the council's criteria for licensing as above.

60 A vehicle, already licensed by one licence holder, can be sold and transferred to another licence holder providing the vehicle meets the council's criteria for licensing as above and that the existing plate number is transferred to the new owner.

- 61 There is one exception to a transfer; if the vehicle **is 6 years old or over, a transfer will not be allowed to take place between one licensed driver and another licensed driver within Stafford Borough.**
- 62 Upon application of transfer from one licence holder to another, a transfer document provided by the Council must also be completed by the original licence holder and signed consent given.
- 63 Both types of transfers are subject to a New Vehicle Licence fee and the Vehicle's Licence duration will begin from the date of transfer, but a further MOT inspection may not be required depending on the age of the vehicle.

### **Taxi Meters**

Where a taxi meter is fitted to a private hire vehicle it shall be of a calendar controlled type and design approved by the authority.

NOTE: ***The Licensing Authority will only issue reminders for renewal of licences via electronic means where possible.***

### APPLICATION FOR AN PRIVATE HIRE VEHICLE LICENCE

*In accordance with the appropriate provisions of the Local Government (Miscellaneous Provisions) Act 1976*

**If any person knowingly or recklessly make a false statement or omits any material particulars in giving information he/she shall be guilty of an offence.**

**Please ensure that you answer all of the questions below**

I, the undersigned, do hereby apply to Stafford Borough Council for a licence in respect of **vehicle registration number** \_\_\_\_\_ to undertake corporate bookings/prestige fares within Stafford Borough.

Personal Details Requested	Your Personal Details
1 Full Name	
2 Full Address and Postcode	
3 Email address (must be provided)	
4 (a) Telephone Number (b) Mobile Number	
5 National Insurance Number	
6 Business/trading name and address	
7 Name and address of the operator of this vehicle (If different from above)	



Personal Details Requested	Your Personal Details
<p>8 Date of Registration</p> <p><b>(Please Note:</b> A New Vehicle Licence will only be issued where a vehicle is no more than 4 years old)</p> <ul style="list-style-type: none"> <li>• Make and model:</li> <li>• Colour:</li> <li>• Original list price of vehicle:</li> <li>• Number of doors:</li> <li>• Engine capacity:</li> <li>• Vehicle list price:</li> <li>• Seating capacity (excluding driver):</li> </ul>	
<p>9 In which area(s) do you intend to use the vehicle?</p>	
<p>10 Has any private hire vehicle/operators licence/hackney carriage licence you have previously held <u>ever</u> been suspended or revoked?</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If yes please state when and reason</p>
<p>11 Is the vehicle currently licensed with any other council as a hackney carriage or private hire vehicle?</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If yes please give details</p>
<p>12 have you any convictions recorded? (subject to the provisions of the rehabilitation of offenders act 1974)</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If yes please give details</p>

In the event of the above vehicle being licensed as an Executive Hire Vehicle, I undertake to maintain the vehicle in such condition as it will at all times when available for hire comply with the Byelaws and Regulations for the time being in force.

Signed ..... Date .....

**How we use your personal information**

The information that you have provided on this form will be used by Stafford Borough Council, who are the data controller, for the processing of your application and providing you with a licence. ***We only keep this data for the time specified in our retention schedule.*** We will only share your information with/ or on The Public Register, The Home Office, other Government agencies, Council departments and Enforcement agencies and the National Fraud Initiative when necessary or where the law otherwise requires or allows us to do so. The Air Quality (Taxis and Private Hire Database) (England and Wales) Regulations 2019 require that the Council provides information about its licensed vehicles to DEFRA. This information includes the vehicle registration number, the type of licence, the date of licence issue and the date of licence expiry, these details of your licence will be provided as part of this legal obligation. For further information, please see [www.staffordbc.gov.uk/privacynotices](http://www.staffordbc.gov.uk/privacynotices)

**NOTE:** Before a licence is issued to this applicant, the Licensing Authority must be satisfied as to the suitability, design, appearance, safety, comfort and mechanical condition of the vehicle, and arrangements will be made with the applicant for the vehicle to be inspected and tested.

It is also necessary for the applicant to produce to the Licensing Authority a certificate in respect of a policy of insurance or such security as complies with the requirements of Part VI of the Road Traffic Act, 1972.

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**FOR OFFICE USE  
ONLY**

Fee \_\_\_\_\_ Receipt No/Authorisation Code \_\_\_\_\_

Date \_\_\_\_\_